

LANCASTER COUNTY LAND RECORDS TECHNICIAN I

NATURE OF WORK

This is responsible clerical work involving documenting, indexing, recording and assisting the public by retrieving and analyzing departmental records and information.

Work involves accepting, reviewing and filing various documents noting the creation, modification and history of land records; assessing and collecting filing fees; and assisting the public with accessing and interpreting records and information. Work also includes data entry and verification of recorded information; monitoring record processing to ensure consistent workflow; and processing incoming mail. The individual within this class performs a significant amount of computer data entry blended with frequent public contact. General supervision is received from an administrative superior with work reviewed in the form of accuracy, thoroughness and effective interaction with the public.

EXAMPLES OF WORK PERFORMED

Accept, review and enter information obtained from incoming documents into specified computer databases; note irregular land tract information on designated index cards; identify and utilize coordinates and degrees to access map information; provide information to customers regarding historical and recent land transactions, accessing various computer databases and written records and referring to appropriate authorities when necessary.

Time and date stamp incoming documents; provide information to the public regarding document recording and processing procedures; assist the public in locating and obtaining document information within the office; assess and collect recording fees; balance cash drawer amounts daily and complete receipts for monies accepted.

Process Homestead Exemption applications; verify eligibility of Homestead Exemption applicant (ownership, account number, age, legal description, address, type of exemption requested); update and enter Homestead Exemption and personal property information into the computer.

Perform general clerical and reception tasks including making copies, faxing information, filing, opening and sorting mail and generating routine correspondence; offer technical guidance to customers utilizing office maps, microfilm readers and on-site computer equipment.

Monitor the data entry process to ensure continuity of document order, location of receipted documents and overall status of remaining work; coordinate and compile data for special projects as assigned.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of information management systems, records and equipment.

Knowledge of modern office equipment, practices and procedures.

Knowledge of personal computer systems and common database applications.

Ability to read and comprehend legal property descriptions, plats, maps, deeds and other related property or financial documents.

Ability to establish and maintain effective working relationships with coworkers and the general public.

Ability to operate standard office equipment including computers and peripheral equipment, calculators, photocopiers, facsimile machines and microfilm readers.

Ability to communicate effectively both orally and in writing.

Ability to prioritize work and complete work per identified timelines.

Ability to file, index and maintain accurate records.

Ability to scan quantities of data and identify and communicate requested information in an appropriate format.

Ability to make routine financial transactions and tabulate general mathematical computations accurately.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an Associates Degree or equivalent in the area of real estate or records management and some experience working with public records or dispensing public information.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by coursework in real estate or records management and some experience working with public records or dispensing public information; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

SPECIAL NECESSARY REQUIREMENTS

Employees may be required to perform a data entry test.

Approved by: _____
Department Head

Personnel Director

02/03

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